



# ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

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Vol. 15, no. 11

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August 15, 1994

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## Register Now for the 1994 Fall Council Meeting In Portland, Oregon

The fall meeting of the Depository Library Council will be held in Portland, Oregon on October 24 - 26, 1994. If you plan on attending, please fill out the registration form below, and fax or mail it to the address shown.

The meeting site will be the Monarch Hotel & Conference Center, located 20 minutes from downtown Portland. Rooms are \$55 per night. When making reservations, please specify the GPO Depository Library Council meeting. Contact the hotel at:

Monarch Hotel & Conference Center  
12566 S.E. Ninety-Third Avenue  
Clackamas, OR 97015  
1-800-492-8700

There is a free shuttle from the Portland airport to the hotel, and a free shuttle to the shopping mall next door. Public transportation to downtown is available in the shopping mall.

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### REGISTRATION FORM

### FALL 1994 COUNCIL MEETING

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Yes, I plan to attend the Fall 1994 meeting of the Depository Library Council in Portland, OR.

FAX to (202) 512-1432 or mail to:

Council Registration  
Library Programs Service (SL)  
U.S. Government Printing Office  
Washington, DC 20401

Please type or print clearly:

Name

Institution

Library/Office

Address

Telephone (include area code)

City/State/Zip Code

## Superintendent of Documents Order Number Changes

As a part of its effort to improve customer service, the U.S. Government Printing Office (GPO) has initiated the use of a new telephone system for ordering publications from the Superintendent of Documents Sales Program. As a result, the telephone number for ordering Federal documents has changed.

The new number is: **202-512-1800**

The previous order number, 202-783-3238, will automatically transfer to the new number for an extended period of time.

The Superintendent of Documents Sales Program contains an inventory of more than 12,000 Federal titles which may be ordered by telephone using a VISA or Mastercard, or a Superintendent of Documents Deposit Account.

Since 1895, GPO has offered Government publications to the American public through the Superintendent of Documents Sales Program. Each year more than 25 million publications, covering everything from consumer and congressional information to detailed technical manuals and the space program, are sold at reasonable cost to our citizens.



## Electronic Capabilities Survey Mailed

The Library Programs Service (LPS) mailed the Electronic Capabilities Survey to depositories between July 12 and July 22, 1994. The deadline for returning answer sheets is August 31, 1994. Please call (202) 512-1002 if you have questions on any aspect of the survey.

The purpose of the survey is to assess the computer equipment environment currently existing in depository libraries. LPS will communicate information from the survey to agency publishers planning new electronic products or services, and will use information from the survey to update the technical guidelines for depository computer equipment. Therefore, both depositories and LPS should benefit from the results of this survey.

The survey is designed to be compiled by fax into a computer system. *Please take the time to fill out and return this survey!* Tangible benefits to future operations of the Federal Depository Library Program can be realized if accurate data are available.



## Phone Number Change for Council Member Etkin

Cynthia Etkin, a member of the Depository Library Council to the Public Printer, has a new phone number: (502) 745-6441. Please note the change in the list of Council members in Administrative Notes, v. 15, #9 (7/15/94), p. 19.



## Postal Service Removes Expiration Date Of Domestic Mail Manual Transition Book

The U.S. Postal Service has issued a notice removing the expiration date and adding material to the Domestic Mail Manual Transition Book (P 1.12/11:, item 0843-B). The full text of the notice appears in the Federal Register, v. 59, #117, June 20, 1994, p. 31655.

Dennis Ladd, who alerted us to the notice from his post at the Southwestern University School of Law Library, writes: "We are placing a copy of the notice with our copy of the manual, and perhaps other depositories would like to know about the notice so they can take appropriate action."



## New Symbol on Shipping Lists Designates Rain-Checked Publications Not on Claims Core List

A new symbol has been added to the paper shipping lists to clarify the status of rain-checked publications which are not on the claims core list. Beginning with SL 94-0221-P, the symbol "R" will denote publications which are not on the Claims Core List, but for which libraries will receive rain checks.

Depository staff are reminded to make claims only for those publications which are on the library's item selection profile. Paper claims may be made only for the publications on the Claims Core List.

Microfiche claims must be made directly to the microfiche contractor for the full-service microfiche contracts. For microfiche publications distributed in the shipment boxes, claims may be made according to the Claims Core List.

All claims must be made on the shipping list as directed in the Instructions to Depository Libraries (Chapter 3, Bibliographic Control) and the Federal Depository Library Manual (Chapter 5, Bibliographic Control).

Libraries may make claims only for publications not received in the original shipment and for defective publications. The claims must be made within 90 days of the date on the shipping list. Claims may not be made for publications which later go missing from the library, or if the publications are damaged after receipt in the library.

If you have any questions concerning your library's item selection profile, please contact the Depository Administration Branch at (202) 512-1153. If you have any problems associated with receiving the depository boxes, please contact the Distribution Division at (202) 512-1014. For assistance with claims, contact the Depository Processing Branch at (202) 512-1007.

### Explanation of Symbols

- + Short - Core title - Rainchecks will be issued - ***May be claimed***, if item number is selected, and neither publication nor rain check is received - Claims and rainchecks will be filled when additional stock arrives
- ++ Core title - ***May be claimed***, if item number is selected
- % Short - ***No*** rainchecks will be issued - ***Do not claim***
- @ Short - Core title - LPS is unable to obtain additional copies - ***Do not claim***
- \* For sale by the Superintendent of Documents
- R Short, non-core title--rainchecks issued

# Special Offer on Selected Documents, No. 7

July 22, 1994

*[This special offer was sent to depository libraries in shipment boxes on July 22, 1994.]*

The Library Programs Service has limited quantities of various volumes of the **Bound Congressional Record** which are available to depository libraries on a first come, first served basis. Libraries may request any of the volumes listed below by marking this sheet and returning it by mail or fax before August 22, 1994.

LPS will send one copy of any requested volume for which stock is still available. When stocks are exhausted, no notification will be sent, due to limited staff.

The list below shows the volumes and part numbers. Please circle the individual part(s) you wish to order.

### Title

### Class No.

#### Bound Congressional Record

X 1.1:(nos.)

Vol. 129, Pts. 1-16, 18, 19, & 21

Vol. 130, Pts. 1-21

Vol. 131, Pts. 1-20, 22-27

Vol. 132, Pts. 1-23

Vol. 133, Pts. 1-5, 7-10, 12-21, 23-25

Vol. 134, Pts. 11, 13,16, & 21

Vol. 135, Pts. 1-6, 8-10, 12, 14, 16, 17, & 22

Fax to: (202) 512-1429

or

Mail to: Special Offer

Library No. \_\_\_\_\_

U.S. G.P.O.

Library Name \_\_\_\_\_

Library Programs Service (SLDM)  
Washington, DC 20401

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

## Snapshots of the Federal Depository Library Program

**Remarks by  
Sheila M. McGarr  
Chief, Depository Services  
at the  
American Association of Law Libraries  
Annual Meeting  
Seattle, Washington - July 10, 1994**

Good afternoon. I am pleased to be speaking before the American Association of Law Libraries Government Information Section again. It is an opportunity for me to talk with documents librarians I have known for many years and to finally see Seattle.

Veronica Maclay asked me to talk about the history of the Federal Depository Library Program (FDLP). This topic is really suitable for a doctoral dissertation. With three speakers on your program, my presentation can only touch on the highlights.

While the Government Printing Office (GPO) and the FDLP have been intertwined for nearly one hundred years, providing Government information to selective libraries antedates the founding of GPO.

In the Act of 1813 [3 Stat. 140], Congress first authorized legislation to ensure the provision of one copy of the House and Senate Journals and other Congressional documents to certain universities, historical societies, state libraries, etc. At that time, the Secretary of State assumed the responsibility for distributing publications. The earliest known depository was the American Antiquarian Society [1814].

The Printing Act of 1852 provided for the appointment of a Superintendent of Public Printing within the Department of the Interior, and the election of public printers for the House and Senate. The Joint Committee on Printing (JCP) was empowered to mediate certain disputes between the Superintendent and the Printers, and to use any measures necessary to remedy neglect or delay in public printing.

The responsibility for depository distribution was changed to the Secretary of the Interior [11 Stat. 253] in 1857. He was also authorized to designate libraries to receive publications. By a joint resolution of Congress in 1858 [11 Stat. 368], each representative could designate a depository from his district as well as the delegates from each territory. In 1859 [11 Stat. 379], each Senator gained the authority to assign one depository each in his state.

In order to ensure prompt and accurate records of Congressional proceedings, a proposal to create a national printing office was made in 1818 but nothing substantial came of it until almost a half century later. In the intervening years, various Congressional committee investigations complained about private printers' rates being too high, profits too large, printers' wages too high, etc.

The 1860 Printing Act authorized the Superintendent of Public Printing to execute the public printing himself, and to purchase the necessary buildings, machinery, and materials for that purpose. The JCP was directed to set standards for paper purchases and to approve major procurement of supplies by the Superintendent.

*GPO, a part of the legislative branch, was inaugurated the same day as Abraham Lincoln, on March 4, 1861, in order to consolidate Congressional printing.*

GPO, a part of the legislative branch, was inaugurated the same day as Abraham Lincoln, on March 4, 1861, in order to consolidate Congressional printing. Prior to that date, printing had been handled entirely by private firms including Gales and Seaton, Blair and Rives, to name a few.

In 1869, an appropriations act established a Superintendent of Documents within the Department of the Interior [15 Stat. 292]. This position was the forerunner of the current Superintendent of Documents. An 1876 law changed the title of the "Superintendent of Public Printing" to "Public Printer" and the office became a presidential appointed position, subject to Senate confirmation.

In the 1870's, debates in Congress "to strip GPO of its public printing monopoly and return to the free enterprise system,"<sup>1</sup> were ongoing. The "printing and binding for the Executive Departments should be done under the control of the heads thereof, with the authority to contract for the same upon the most advantageous terms to be obtained through the processes of competition...."<sup>2</sup> The report was not adopted then but we are seeing some of the same arguments used today in H.R. 3400, various GAO Reports, etc.

The Printing Act of 1895, the direct antecedent of Title 44, United States Code, collected and organized all of the extant printing laws. This landmark legislation, the most recent, comprehensive, and substantive revision of the public printing laws, was passed in order to eliminate wasteful and disorderly distribution practices of the day. Each agency looked out for its own special interests, maintained mailing lists for its own publications, and distribution was haphazard. There was no organization of material or bibliographic control.

Major impacts of this Act were the centralization of printing, the transfer of the office of Superintendent of Documents to GPO from the Department of the Interior, the addition of executive department publications to depository distribution, and the addition of libraries from the executive departments and military academies. The Monthly Catalog first appeared in 1895. Back then the Superintendent of Documents had to remind each agency about the requirement to provide copies of their publications for entry into the Monthly Catalog. Today, we still face this problem.

Between 1895 and 1903 the Superintendent of Document (SuDocs) classification system was developed by GPO Librarian Adelaide Hasse. Based on publishing agency, the SuDocs system still arranges documents in most depository collections today.

In 1895 there were 420 depository libraries. Each designated depository "must contain 1,000 books other than those issued by the Government; that the publications forwarded shall be made available for the free use of the general public and must not be loaned outside of the institution or disposed of, except as the Superintendent of Documents shall direct."<sup>3</sup> A library could be removed from the list of depositories "... for failure to meet the requirements of the law."<sup>4</sup> Today, the minimum number of volumes exclusive of Government documents is 10,000.

The first depository shipment, on July 17, 1895, contained eleven Congressional publications. Originally, return receipt postals were enclosed in the documents. On March 23, 1897, that practice was discontinued. Instead, libraries received a cumulated list of documents sent to them about six times a year. Librarians were required to check off the list, sign and return the receipt to GPO. That practice was discontinued in 1942 as a war measure. The modern shipping list, or packing slip, began about 1950. In January 1943, the way that libraries knew which publications were shipped to depositories was the addition of the bullet and the item number to the Monthly Catalog record. Prior to September 1947, Monthly Catalog indexes referred to a page number. That year, individual entry numbers were adopted to more easily locate a document record.

There were two other depository programs that the Superintendent of Documents was responsible for back then. In 1887, over 600 geological depositories received U.S. Geological Survey monographs, bulletins, and folios. Up to two depositories were allowed per Congressional district. That allotment was doubled in 1895. Also in 1895, over 800 patent gazette depositories were created with up to eight permitted in each Congressional district. As far back as 1909, the Superintendent of Documents complained about the waste to the taxpayers. These gazette and geological depositories were discontinued in 1924.

For many years, the GPO Style Manual has been the final arbiter on spelling, punctuation, abbreviations, etc., for Government documents. In 1906, the Simplified Spelling Board gave its endorsement to the simpler of two spellings: ax instead of axe, tho in place of though; fixt instead of fixed, etc. It also gave acceptance to the American spellings of catalog without the British ue; program instead of programme, etc. President Theodore Roosevelt ordered their adoption by GPO in all Federal documents. There was such an outcry, led by the New York Times and other prominent newspapers, that the proposal was never implemented.<sup>5</sup>

On March 1, 1907, land-grant colleges became depositories. Because of segregation in the Southern states, there were two land-grant designations per state.

From time to time, I am asked by Congressional staffers why their Member of Congress cannot name a depository in the district and take away the designation of another library. Prior to the Act of 1913 [38 Stat. 75], an existing depository could be displaced at the discretion of a Senator or Representative. This legislation definitively made permanent the existing depositories and any designated later.

Until 1922, all designated depository libraries received all publications, but that was changed in language of an appropriations bill for fiscal year 1923 [42 Stat. 436]. Even then, libraries complained about waste, lack of space and staff, and lack of use of materials. As an

alternative, a Classified List of United States Government Publications was developed. Each library received two copies, annotated and returned one copy to GPO. This list was used back then the same way we use the annual item selection update cycle today, in order to select in advance of publication.

*From the beginning of the Program until the Depository Library Act of 1962 (PL 87-579), libraries had to retain what they selected forever unless superseded. Until 1962, depository libraries paid the postage on the materials they received.*

In 1923, there were 418 depositories, two less than in 1895, including one in the Philippines, at that time a U.S. territory. When allowed to choose, only 48 of the depositories selected everything, causing consternation as some states had several complete collections while others had none.

In 1945, there were 555 depositories and 1417 SuDocs class stems. The Superintendent of Documents in his annual report stated:

"[I]t is believed that this breakdown is too fine, and that equally acceptable results could be realized with perhaps one-fourth as many classes. The reduction of selections to approximately 300 classes corresponding to the issuing offices would greatly simplify the procurement and distribution problems. Work toward this goal is being undertaken at present, and it is hoped that a procedure which will be acceptable to the depositories can be developed."<sup>6</sup>

After World War II, GPO revised the mailing of materials. Under the old arrangement, every publication was mailed separately, an average of 8 mailings a day per library. The new procedure consolidated shipments to 1 package per day per library.

Annually "[M]ailings were cut from more than 5 million to 200 thousand. In addition to saving labor in the Division, the new method ... resulted in substantial saving in penalty-mail charges, and decreased work of libraries in receiving and checking... [i]t cut approximately 12 days from the time required to get the work out."<sup>7</sup>

In 1947, the first Biennial Survey of Depository Libraries was conducted. Back then, GPO required the notarized signature of the librarian on the questionnaire. Librarians complained about the documents being printed on perishable paper stock, mimeographed, etc. They even admitted that many documents were not on shelves, that they were unable to keep complete comprehensive records of depository material because of lack of staff and rapid turnover of personnel. They complained about missing issues of magazines not printed at GPO and they had to write to the agency for copies.

From the beginning of the Program until the Depository Library Act of 1962 (PL 87-579), libraries had to retain what they selected forever unless superseded. Until 1962, depository libraries paid the postage on the materials they received. That year there were 594 depositories and the law was revised, doubling the number of depositories permitted per Congressional district (from 1 to 2), added libraries of independent Federal agencies,

eliminated payment of postage, authorized regional libraries, and provided for distribution to depositories of non-GPO publications.

In 1977, there were over 1,200 libraries. In 1972, [86 Stat. 507, 44 U.S.C. 1915], the highest appellate courts of the states were added to the Program and they are the only category of depository exempt from providing public access to Federal documents. In reality, the majority perform public service because they are required by their state to do so. In 1978, law libraries entered the Program under a new law [92 Stat. 199, 44 U.S.C. 1916] which exempted them from the numerical limit of libraries per Congressional district. The law did not exempt them from the requirement to provide public access to depository materials.

In 1976, when I first worked in a depository, there were approximately 3,000 item numbers. Today, there are over 7,000 and counting, due mostly to breaking out individual titles or series in order to have more focused collections, save shelving space, and cut costs, rather than a large increase in Federal publishing.

To increase communications with the depository community, volume 1 #1 of the irregular newsletter, Public Documents Highlights, began in May 1973. Administrative Notes, begun in September 1980, was a regular issuance and filled the gap when Public Documents Highlights was discontinued in September 1983. Since June 1993, Administrative Notes has been a feature on the listserv GOVDOC-L. The Administrative Notes Technical Supplement made its debut in January 1994. LPS adopted GOVDOC-L as a method of e-mail communication in March 1994.

Today, there are 53 "regional" depositories which receive all publications distributed through the Program for permanent retention to ensure that archival resource collections of Government documents remain available throughout the United States. Regionals may permit the disposal of depository materials from selectives after retention for five years.

The remaining "selective" depositories may choose to receive only specific categories of publications in a variety of formats to meet local needs of their clientele and Congressional District. In return for receiving Government material at no cost, the depository libraries must make the information available to the public, and provide appropriate assistance to users.

From the very beginning of the Federal Depository Library Program, the purpose and goals have been rooted in these underlying principles:

- A well informed citizenry, cognizant of the policies and activities of its representative Government, is essential for the proper functioning of democracy; information provided by government documents is a primary means for citizens to keep informed;
- The public has a right to information contained in Government documents, which have been published at public expense; the Government has an obligation to ensure availability of, and access to, these documents at no cost. These documents are a permanent source of Federal information; and

- The Federal Government benefits by realizing efficiencies afforded by a centralized distribution system, such as the Federal Depository Library Program, which ensures wide availability of Government publications; individual agencies are able to satisfy much of the public demand for their publications without incurring the costs associated with responding to individual requests for free copies.

Agencies are required by 44 U.S.C. Sections 1901, 1902, and 1903 and now OMB Circular A-130 to make all of their publications, ("informational matter which is published as an individual document at Government expense, or as required by law") regardless of the printing or procurement source, available to the Superintendent of Documents for distribution to depository libraries, except those which are:

*Federal printing today is less massive than it once was due to deliberate and specific actions to reduce the amount of paperwork and to lower government expenditures... Titles have been terminated, others have been consolidated, and still others are now only available on Internet, electronic bulletin boards, or off-line products.*

- determined by their issuing components to be required for official use only or for strictly administrative or operational purposes which have no public interest or educational value [data entry forms, personnel forms, etc.];
- classified for reasons of national security; and
- so-called cooperative publications which must necessarily be sold in order to be self-sustaining [many of the National Archives and Library of Congress materials].

Agencies are not responsible for the printing and binding costs or CD-ROM replication for depository library copies if the publication or disc is printed or procured through GPO. If deliverables are not printed or procured through GPO, the agency must pay for the printing and binding costs, software licensing, etc., of depository library copies. In all cases, GPO bears the expense of distributing the publications.

Depository copies are ordered for all agency publications not falling within the "exception" categories mentioned earlier. Ordering procedures vary according to the printing or procurement source of the publication. In most cases, GPO provides the most cost effective format, not necessarily the most favored.

Briefly, I will turn to the overall climate under which GPO is currently operating. Federal printing today is less massive than it once was due to deliberate and specific actions to reduce the amount of paperwork and to lower government expenditures. Particularly since passage of the Gramm-Rudman-Hollings legislation during FY 1986, funds for printing and publishing have been hard hit in an effort to gain control over a runaway Federal budget. Even if appropriations remain the same, they do not buy as much due to increasing costs.

In conjunction with this overall drive to curtail Federal expenditures, a hard look, government-wide, has been taken at publications. As Federal agencies must justify their printing needs, thousands of Federal publications have been subjected to scrutiny in order to identify the core that serve a real and demonstrated need. Over the last dozen years, there has been a noticeable decline in the total number of titles available. Titles have been terminated, others have been consolidated, and still others are now only available on Internet, electronic bulletin boards, or off-line products.

In the past, it was anticipated that government paperwork would continue to expand, and that the price asked for producing that paperwork in the form of books, pamphlets, and periodicals would be the price paid. This is just not the case anymore. GPO's workload, and therefore its revenues, have dropped significantly. GPO has been experiencing the fallout from the reduction in agency funds for publishing. GPO is no longer the focal point for the printing and distribution of Federal publications. With desktop publishing and electronic formats, competition from the National Technical Information Service and the private sector, etc., GPO's centralization and control of printing has deteriorated. Additionally, agencies are doing less printing internally and issuing fewer titles overall. Simply put, the absolute number of Federal publications has been reduced.

Budgetary constraints have given GPO another unforeseen challenge, that of providing the American public access to information available from the government within the limits of our Congressional appropriation. Since 1980, while our appropriation has either increased or remained static, the buying power has diminished due to inflation. Our funding must last for five years, the legal "life-cycle" of a given appropriation, to cover the printing of the Serial Set, Treaties, etc. What has permitted GPO to distribute millions of publications each year is microfiche.

The old timers among you may remember that GPO proposed studying the feasibility of making Government publications available in microform in 1970. Back then, we had approximately 1,000 depository libraries saying "Do something - we can't live with the massive amount of hard copy." When GPO received Joint Committee on Printing approval, it began distributing microfiche to libraries in 1977. By then, the librarians were saying "What took you so long?" Libraries realized that microfiche was attractive as a space saver and that as a result of its existence more access could be provided to little-used research materials. With increased pressure on the budget, GPO and Congress discovered that microfiche considerably lowered printing, binding and distribution costs. With nearly two-thirds of our distribution in microformat, now many librarians are saying "Where are we going to put all this microfiche?"

The 1970's consternation about microfiche is being reenacted today about electronic deliverables and on-line databases. They save space, provide access to information available previously only on magnetic tape, and the data can be manipulated electronically. For those of us who feel like road kill on the information highway, it is a difficult transition. Instead of purchasing microfiche reader/printers and cabinets, libraries must acquire computer work stations, storage cabinets for CD-ROMs and diskettes, Internet connections, etc. Staff training is more complicated than changing paper or adjusting the focus in a reader/printer or unjamming a photocopier.

However, optical disk storage, on-demand printing of images, on-line searching and downloading, and technology I cannot even envision is the future. That is the role of Judy Russell, GPO's Director of the Office of Electronic Information Dissemination Services.

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### Sources Consulted

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\_\_\_\_\_. Annual Report, fiscal year 1945. Washington, 1945.  
[mimeographed]

\_\_\_\_\_. Annual Report, fiscal year 1946. Washington, 1946.  
[mimeographed]

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## Endnotes

<sup>1</sup> U.S. Government Printing Office. 100 GPO Years 1981-1961: A History of United States Public Printing (Washington, 1961), p. 53.

<sup>2</sup> Ibid.

<sup>3</sup> U.S. Superintendent of Documents. Official List of Depository Libraries Consisting of Designated, Geological and Official Gazette Depositories (Washington, 1909), p. 3.

<sup>4</sup> Ibid., p. 4.

<sup>5</sup> 100 GPO Years 1861-1961, pp. 86-88.

<sup>6</sup> U.S. Superintendent of Documents. Annual Report, fiscal year 1945 (Washington, 1945), p. 4.

<sup>7</sup> U.S. Superintendent of Documents. Annual Report, fiscal year 1946 (Washington, 1946), p. 5.



## Cataloging Branch Profiles: Bates, Bryan, Danielson

**Joan Bates** obtained her library science education at Gallaudet University and Catholic University, in Washington, DC. Prior to coming to GPO in December 1982, she worked at the Law Library of the Office of the Judge Advocate General of the Navy; Naval Supply Systems Command, Security Assistance Program; Office of Personnel Management, Staffing Services; and at the U.S. Dept. of Health, Education, and Welfare Library.

Her specialty in the Cataloging Branch of GPO's Library Division is descriptive cataloging of monographs, particularly Congressional publications and microfiche from all agencies. For much of her GPO career she has also served on a rotating basis with other staff as a liaison with the Library of Congress Subject Cataloging Division, researching and establishing new subject and geographic headings. She has also assisted in verifying LC subject headings used in the Monthly Catalog subject indexes. She has put her expertise in both descriptive and subject cataloging to good use in training other catalogers.

**Joyce Bryan** has been a monograph cataloger for the Library Programs Service at GPO since 1989. Prior to coming to LPS, she worked for 15 years at GPO's Field Service Office in Denver, CO, in the bindery and as a proofreader. June 1994 marks her 20th anniversary of service with the Government Printing Office.

Joyce earned an Associate of Arts degree (general education) in 1976 from the Community College of Denver at Red Rocks. She received a Bachelor of Science degree (history and anthropology) in 1984 from Eastern New Mexico University. She received a Master of Arts degree (librarianship and information management) in 1985 from the University of Denver and was a member of the last graduating class of their library school. She received a second Master of Arts degree (history and archives) from the University of Denver in 1987.

Her previous library experience was at the Golden Library at Eastern New Mexico University and the Penrose Library at the University of Denver. She served in Technical Services at both libraries.

**Wil Danielson** has been a monograph cataloger for the Library Programs Service since 1982. Congressional publications and staff training are two of his specialties. He came to Washington after twelve years on the library staff of Northwestern University where he was the Assistant Documents Librarian. He was the librarian at an engineering firm on contract with the Federal Energy Regulatory Commission for two years before coming to GPO.

Wil earned two Bachelor of Arts degrees: BA in history, Bethany College, Lindsborg, KS, and BA in philosophy, University of Kansas, Lawrence. He also holds an MA in history and a Master of Library Science degree; both awarded by Emporia State University, KS.

Wil has been a member of the American Library Association for 26 years and often attends ALA's annual conferences. He was active in the Government Documents Round Table (GODORT) IDTF in the 1970's. While at Northwestern, Wil wrote a study (published in Illinois Libraries, March 1973) on the use of United Nations and Federal documents.

## Readers Exchange

### EDD Revisited: 18 Months of Change and Innovation



by  
**Doreen L. Hansen**  
and  
**James J. Vileta**  
**Government Documents Office**  
**UMD Library**  
**University of Minnesota, Duluth**



We first described our "Electronic Data & Documents" (EDD) stand-alone CD-ROM workstation system in Administrative Notes (v. 14, #2, 1/15/93, pp. 5-9). In that article we described the genesis of EDD at the University of Minnesota, Duluth, as well as its hardware and software design and its capability during the first year of operation. We noted that it quickly became a valuable library service, and we looked forward to future expansion and progress. In the past 18 months, several transformations have taken place. We have monitored users' needs and made several improvements, giving us much to share about ongoing development of the system.

#### New Hardware and Software

The EDD system has become well known through demonstrations, handouts, and publicity. With the addition of more government and commercially produced CD-ROMs, the need for additional workstations became evident in early 1993. A second machine, a 486DX with 4 MB RAM and a 210 MB hard drive was purchased in the summer of 1993, and by September it was ready to join the EDD system. EDD 2 includes a Pioneer 6-changer CD-ROM drive that is twice as fast as our first Pioneer Drive. At this point we were using the old version of MenuWorks for the interface on both machines. While watching the development of CD-ROM technology, it became clear that the computers in our EDD system required greater speed, larger storage capacity, and higher technical capability, including high resolution monitors, sound cards, Windows, plus the advanced features of DOS version 6.2.

It was in early 1993 when we decided to upgrade our MenuWorks software that supported EDD's customized menus. The new version of MenuWorks (Advanced and Total Security) offered attractive improvements to the system. We purchased it but, to our dismay, had to manually re-key our programming into the new software because the program did not allow for a direct transfer of the key datafile called "MW.MDF". Rekeying our multiple menu screen data was a daunting task in view of numerous other library responsibilities, so it was not begun until October, 1993. (PC Dynamics, the producer of MenuWorks, confirmed that a future release of a new Windows-based version will support interchange of the

MW.MDF file between the current Advanced/Total Security and the new Windows version. This should be a time-saver for users who upgrade to future versions of MenuWorks.)

On October 1, 1993, our new library director, Bill Sozansky, took office and recognized the value that CD-ROM technology would have in our future. He authorized the purchase of a commercially produced newspaper on CD-ROM, the Minneapolis Star & Tribune, and took on the investigation of other locally useful CD-ROM purchases. He soon recognized that the EDD area should be doubled in size. In November, two new computers, printers, and Pioneer drives were put in place as EDD 3 and 4. Each computer is a 486DX with a 330 MB hard disk, allowing space to accommodate several regional county maps from the new 1992 Tiger series. Graphical CD-ROMs like the new Tiger series are placing great demands on the hard drive storage capacities of our workstations. This type of development will require larger workstation hard drives in the future. By the time EDD 3 and EDD 4 were configured, we had managed to rekey menu programming into the new Total Security program. By mid-November, all four computers ran via MenuWorks Total Security.

## New Features of EDD

Improvements in the new MenuWorks Advanced/Total Security software have benefitted the EDD system in many ways. They have allowed us to enhance the appearance of the Main Menu screen, streamline help screens, monitor CD-ROM usage, and develop new "bells and whistles."

**Help Screens:** Previously, limitations in the old software forced us to create a series of consecutive submenus that described each CD-ROM program, ending with an instruction screen on how to start the program. Also, we were limited to creating our custom help screens on a space equal to about one sixth of a screen. The new version accommodates full-screen program descriptions, which are much easier to enter compared to earlier versions. Access, too, is streamlined. Users now press the "F1" key to bring up the full-screen help. You can now go instantly from the "Main Menu" (Figure 1) to the "Command" menu (Figure 2) in a single step, skipping the help screen (Figure 3) if not needed.

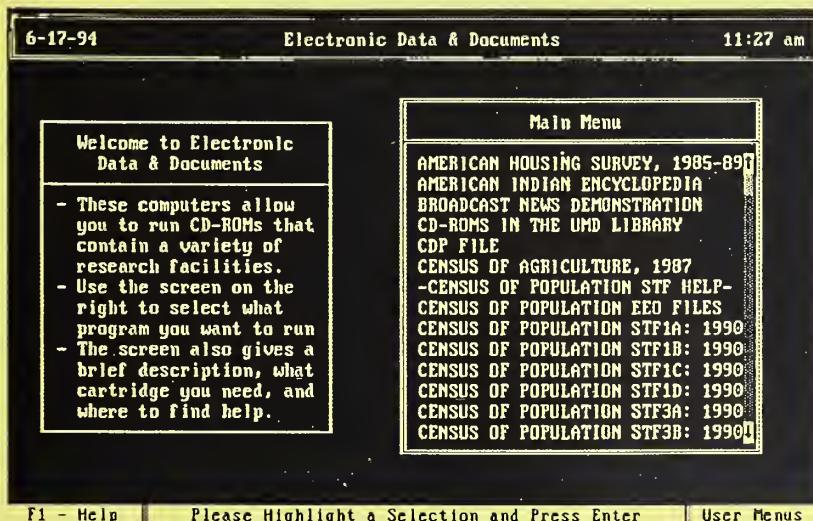


Figure 1: EDD Main Menu

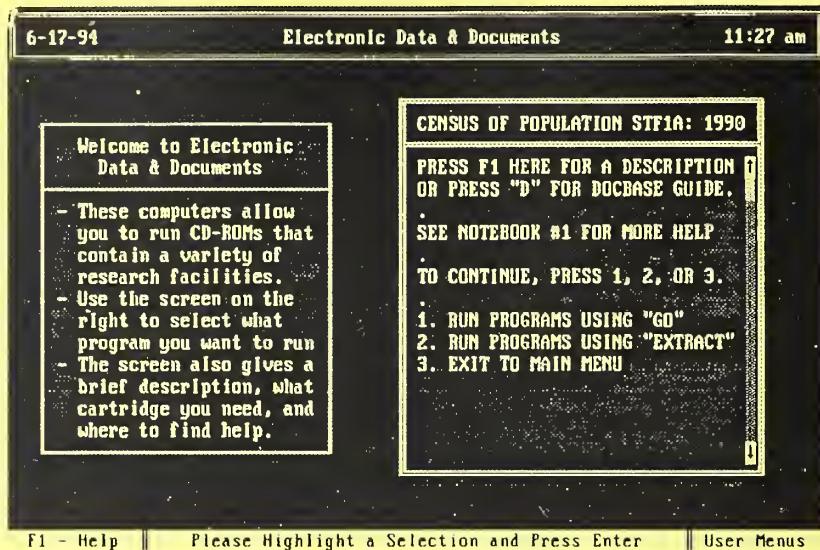


Figure 2: EDD Command Menu

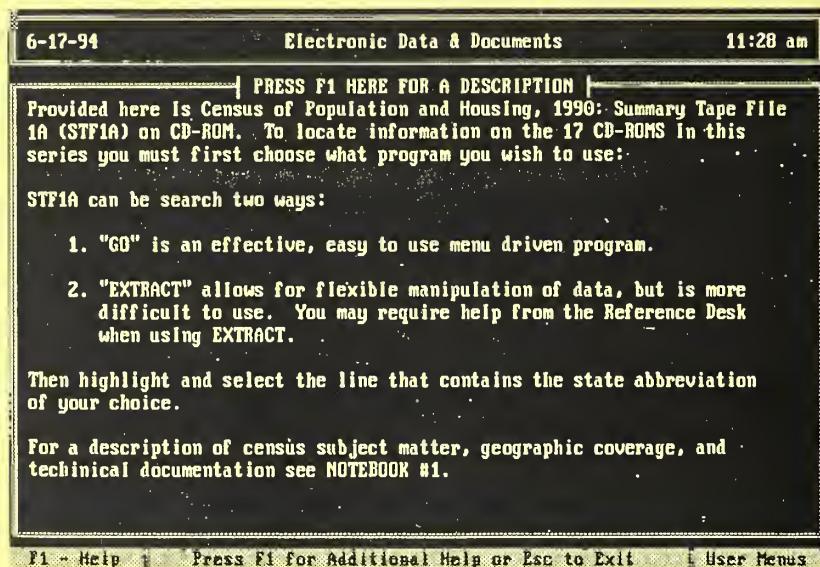


Figure 3: EDD Help Screen

Another significant improvement to EDD's help screens was the addition of Robert Lopresti's famous "Docbase" guides, accessible through the "Command" menu and also through our "Census of Population STF Help" menu. With his permission, we have edited his guides to reflect the situation at the UMD Library. By pressing the letter "D" in the "Command" menu, the Docbase guide appropriate for a given GPO CD-ROM appears. The Docbase guides have been particularly helpful to patrons in understanding the distinctions between the various Census CD-ROMs as well as the other GPO databases.

**"GO" and "Extract" menu:** We further improved the EDD system by providing links to both GO and Extract software for Census CD-ROMs. When a particular Census CD-ROM is chosen, the "Command menu" appears with options to select either GO or Extract for running the CD. Users can choose the one best suited to their needs after reading

the help screen's description of each. This year, we completely linked all of our Census CD-ROMs to the Extract software using DOS batch files within MenuWorks so that CDs can run with Extract instantly at the touch of a button.

**Log Keeping:** The new MenuWorks Advanced/Total Security program additionally allows for automatic log keeping or metering of individual CD-ROM program usage. We monitor the startup time and duration of each program. The statistics will help us determine which programs are worth keeping on the EDD system, or mounting on a future campus-wide network.

## Bells & Whistles

Encouraged by our progress, we have created some "bells and whistles" for the system. One of our Main Menu additions has been "Floppy Disk Utilities." Access to DOS commands were prohibited by MenuWorks to ensure hard drive protection. Unfortunately, this protection meant that people could not do basic functions with their floppy disks such as formatting, using "checkdisk", viewing directories, and viewing textfiles. Many patrons were troubled by this limitation. To surmount this problem, we created a gateway to floppy disks via MenuWorks by assigning limited DOS options to drives A and B while assigning password-only access to drive C. This allowed patrons to download and work with information from their floppy disks. This was a very popular improvement to EDD.

Another extra feature added to the Main Menu was "Temporary Install," created for program testing, program evaluation, and for running CDs not permanently mounted in a 6-changer cartridge. Staff and patrons can quickly access non-mounted CDs without knowing how to start them through their executable files. Selecting "Temporary Install" shows a submenu that tells the user to place the disk in drive I of an empty cartridge. Choosing "Start Program" invokes a DOS command that looks for and starts the executable files on the CD-ROM in drive I. One hitch: If the CD requires software from a separate disk to be installed on drive C in order to run, "Temporary Install" will not function; however, so far, many of the programs do come with their own software on disk, posing no problem.

## The Challenge of Windows and Multimedia

The acquisition of a single CD-ROM, Encarta, brought great challenges to us in 1993. Encarta is a popular multimedia Encyclopedia for Windows that presented two new hurdles. As mentioned earlier, MenuWorks has not yet been released in a Windows version. Our MenuWorks was configured to bring up Windows before loading Encarta, creating a dilemma: Encarta requires Windows to run, and through Window's Program Manager, it is easy to access all files. With this invitation to the hard disk, the risk of accidental or intentional damage meant that we had to find a method of running Windows while still restricting access to files on the hard drive.

Luckily, one of the library staff noticed a reference to a comment by Herb Chong in Windows Sources (February, 1994; page 285), about Norton Desktop for Windows. This software makes the Windows environment secure by offering password option to areas of Windows that pose a danger such as Program Manager and Exit to DOS. It also contains sophisticated utilities and desktop customization. For example, we customized the Windows

environment by hiding Program Manager with a display of icons and instructions, each linked to running a CD-ROM program. Exiting Norton Desktop for Windows brings the user back to the MenuWorks Main Menu. We were pleased with the Norton Desktop program and bought copies of it for the other three workstations. With it, Encarta and similar Windows CDs no longer cause a worry about hard drive security.

Secondly, Encarta features excerpts from recorded speeches, sounds of nature, and music. With the growing popularity of multimedia, we wanted to have sound capability. This aspect of CD-ROM technology was not available to us until we bought and installed four sets of sound cards, sound software, and earphones. By early April, 1994, EDD was fully capable of running all CD-ROMs, from state-of-the-art multimedia including sound, photos, and videos, to the more mundane DOS-based CDs.

## 1994 Federal Depository Conference

After these improvements, the EDD system gained more attention through demonstrations to faculty, college classes, area librarians and other interested individuals. In consultation with GPO's Sheila McGarr and Robin Haun-Mohamed, an agreement was made to have Doreen L. Hansen, Depository Office Manager in the UMD Library, demonstrate UMD's CD-ROM workstation system at the Federal Depository Conference on April 20-21, 1994. Hansen also demonstrated Robert Lopresti's "Docbase" system which displays menu options via innovative DOS batch files. Both systems ran with a Pioneer 6-changer and several government and commercial CD-ROMs. Handouts were provided for both EDD and Docbase, as were floppy disks containing the entire Docbase program and EDD's MW.MDF file. Discussion at the conference revealed that some libraries had developed stand-alone workstations, others had mounted limited selections on local or wide area networks, but a significant number interested in the demonstrations had no access to CD-ROMs. The GPO will be distributing many key titles in CD-ROM format in the future, some of them with no format alternative, (e.g., U.S. Code and LC Subject Headings), forcing many depositories to obtain CD-ROM equipment. Another concern at the conference was patron self-service versus full-service, and how these approaches related to CD-ROM security. In addition to CD security, hard drive security was important to many librarians. Not all menuing software provides needed protection for the hard drive. Also, librarians have had trouble with various glitches in some software. However, most were pleased with the appearance of the MenuWorks interface, its 99-level submenus, its flexibility, and its user-friendliness.

An interesting observation was shared from some owners of Pioneer 6-changers. Careless use of the cartridges sometimes caused jams that were difficult to fix. If inserted upside down, cartridges will not eject. When this happens, the cartridge must be pried out; on rare occasions, dismantling the machine may be necessary. Putting bold warning labels on the bottom, and "this side up" labels on the topside of cartridges has lessened the problem. The current Pioneer disk drives have a major design flaw, allowing cartridges to be inserted upside-down as well as right-side-up. Aside from this, the cartridges and disk drives seem mechanically sound, and continue to work well overall.

Amidst the many excellent topics discussed at the conference, CD-ROM technology seemed to draw heavy interest. Future conferences and seminars will be addressing CD-ROM access in libraries as the explosion of CD-ROMs continues. Librarians will be able to learn much

from each others' experiences in setting up CD-ROM workstations and networks. Clearly the interest is there.

### **CD-ROM Collection Development:**

Another EDD-related accomplishment in 1994 involved its effects on Collection Development within our library. As our reference librarians and bibliographers learned about the growing variety of CD-ROM programs, and as they realized how mounting them on EDD could revolutionize our reference service, there developed a heightened interest in CD-ROMs. Bibliographers wanted to purchase more CDs related to the various academic disciplines, but they lacked consistent exposure to detailed CD-ROM reviews. In May of this year, our Collection Development Committee approved the purchase of two new titles: "The CD-ROM Professional" and "CD-ROM World." These well-indexed titles contain excellent reviews, along with the latest news on hardware and software technology. Regularly routing these magazines to our bibliographers will help them make informed decisions about CD-ROM purchases. With a steady addition of CD-ROM titles, we may be facing the need for more stand-alone workstations. More titles may also increase our need for networking CD-ROMs on our campus.

### **Future Challenges**

In the months ahead, those of us working on the EDD system will encounter a number of challenges in the areas of hardware, software, collection development, personnel, networking, security, and the Internet.

**Hardware:** We want to keep pace with innovations by upgrading our workstations to meet the requirements of CD-ROM technology. This will mean faster computers, with hard drive capacities in the gigabyte range. Improved video screens, increased RAM, and CD-ROM drives with faster access rates will be needed. For example, a new "MPC2" standard now exists to support such products as Kodak's "PhotoCD." This will probably result in "CD-ROM XA" becoming the standard for CD drives in the months ahead. For hardware in general, the keywords will be speed, memory, and state-of-the-art components.

**Software:** We will need to upgrade to a Windows version of MenuWorks, and search for other software that will complement or enhance EDD's service. We will also continue to struggle with the "RAMCRAM" memory problem affecting most workstation systems. As CD-ROMs become more sophisticated, they require more RAM to run. CD-ROM programs, system software, and TSRs together consume RAM, sometimes to the point of causing error messages or system freeze-ups. Memory management software can help free up memory, but finding the optimum commands are tricky, since settings that work for some programs may create conflicts for others. We will be looking for software or other solutions for these problems. In addition to RAM, hard drives also develop problems with memory. Large programs quickly fill our hard disks, forcing us to either upgrade hardware or find a software solution. We are about to purchase "Stacker" software to compress hard drive files by about half their current size, thus doubling our hard drive capacity.

**Collection Development:** CD-ROM publishing has not yet peaked. We will see many titles of interest to libraries in general, some of which will be of particular interest to reference. Libraries will need to determine which titles are worth purchasing, find ways to fund acquisitions, and develop access to CD-ROMs. Locating new funding sources and prioritizing those funds will require special attention. Also, librarians will have to balance the acquisition of information in CD-ROM format and information in traditional formats.

**Personnel:** As CD-ROMs become more complex, as workstations expand, and as evolution toward networking begins, we will face a number of personnel issues. When EDD was first established in late 1991, it consisted of one machine with one person in charge of developing and maintaining it part time. It has grown to four machines with more than sixty CD-ROM titles or series installed. During this past year, the talents of four staff have been involved in EDD's progress. Since all four are devoting a portion of their time to EDD, it has become clear that such systems require considerable attention from staff. We find ourselves doing routine maintenance such as installing CDs, testing programs, compiling manuals, updating bibliographies, troubleshooting, demonstrating, and assisting patrons. We all take time to learn about computers, hardware, and software such as DOS, Windows, and the myriad of programs that arrive from GPO and commercial sources. This has been a wonderful experience for us; at times posing quite a challenge. All of this growth in technical expertise takes place while busy carrying on our many other duties. From what we can see, this is a common experience for library staff who work with CD-ROMs.

**Security:** To date, we have not lost a single CD-ROM nor Pioneer CD-ROM cartridge. We have had good luck and honest patrons, but this may not last. At some point we will have to assert greater control over CD-ROM cartridges in the EDD system, which until now have been available on a self-serve basis. The cartridges may have to be placed under direct supervision of our Reference or Reserve desks. In another approach, a library based local area network (LAN) may offer protection by eliminating the need to physically handle the CDs. A campus wide network (WAN) would achieve the same goal, while also greatly increasing office or dial-in access to our electronic information. In addition to CD-ROM security, hard drive security problems have resurfaced. MenuWorks greatly improved our hard drive protection, followed by Norton Desktop for Windows which filled in for the Windows security flaw. However, we have noticed that a number of our DOS CD-ROMs have an "Exit to DOS" feature only one keystroke away. At first, the solution seemed simple. We tried turning off all DOS access through MenuWorks hoping to solve the problem. But in doing so, many CDs could not work because they required intermittent access to DOS while running. So far, we have not yet discovered a software solution to this dilemma. As a result, we now do regular tape backups of our system to compensate for these few holes in our security.

**Networking:** Placing CD-ROMs on a LAN or WAN would improve security in various ways, but more importantly, it will help us to reach more users of electronic information by sending CD-ROM data into faculty offices, campus computer labs, student dorms and off campus housing. Networking, however, entails increased technical expertise, licensing, contracts, and major funding. We are currently in discussion with our campus Information Services department. We also have attended a special conference devoted to the topic, and have read widely about it. Networking on this campus may evolve slowly. First we will aim for limited access to the most highly used CDs, then, as our networking capacity increases,

more titles will be added. Several GPO-produced CD-ROMs are excellent candidates for networking, as most have no licensing requirements or copyrights. The stand-alone system, however, will continue to play a role on our campus. Even after networking is commonplace, stand-alone systems should still have their niche; they can be cost effective, can run CD-ROMs with license limitations, and are often better suited to run certain types of CD programs. Of course, stand-alone workstations will be vital to libraries without networking or Internet capability.

**Internet:** The move of CD-ROMs to the Internet is now taking place, with the University of California at Berkeley recently contributing to this process. If access to CD-ROMs via the "information highway" works smoothly, many government CDs may become available this way. It is a possibility that the government may distribute some of its material directly through the Internet, skipping CD-ROM production altogether. Where the electronic GPO might head, brings us to the question of equal access. Libraries not yet on the Internet, or those with "dinosaur" connections, will be disadvantaged as the technology speeds ahead. For example, one library may have access to World Wide Web's (WWW) photos, videos, sound, and hyper-text links, because they have ethernet connection and a locally mounted Windows interface like "Mosaic." Another library may lack ethernet, limiting their WWW access to ASCII text. Yet another may have no access whatsoever. Assuming a library has Internet access to databases, how does this compare to that of a stand-alone workstation? Questions raised about Internet include reliability of connections, speed of access, login limits, difficulty of use, downloading capability, and printing support.

Until recently, the Internet had not supported sophisticated interactive manipulation of data. Rather, text files were limited to reading/downloading, and binary files could only be downloaded for later execution (away from the Internet). The actual interacting with programs via the Internet has just begun. NTDB now can be reached via FTP, Gopher, and WWW. Of these, FTP is the least powerful, lacking keyword search ability in filenames and full-text. Gopher is a step up, with directory titles and headings searchable by keyword using the Veronica search tool. Keyword searching of full text is not yet available through Gopher. Conversely, connections to WWW provide powerful keyword searching of entire text, as well as direct downloading of information to a computer, bypassing the complicated steps needed to transfer downloaded data from a mainframe to a computer. WWW may become a standard method for libraries to search remote databases, provided the sophisticated computers and connections are available.

CD-ROMs will inevitably be replaced by a more sophisticated medium, but their advantages will likely keep them available for some time. As the Internet becomes more sophisticated, it may become a routine way to get at large databases, and it will be important for libraries to provide greater access to the "Information Highway". In this transitional time, it is important that libraries keep up with the quickly changing methods of information access.

Aside from CDs on the Internet, sites are popping up that offer a wide variety of information such as LC-MARVEL, FedWorld, LOCIS, EDGAR, Bernan's Government Publications Network, and the Federal Bulletin Board. We can envision EDD's interface containing selections that connect to these kinds of sites on the Internet. There are many technical barriers to overcome in this concept. We would need to obtain a program designed

to run login procedures in the background so that the user sees a seamless entry into the site. Upon exit, the EDD Main Menu should return for the next user. We will be experimenting with this in the months ahead.

## To Learn More About EDD

Information about Electronic Data & Documents will be available soon on Gopher at the University of Minnesota, Duluth. Here you can read or download informational articles, a list of EDD contact people, a current list of programs available, information about MenuWorks software, and UMD's version of the MenuWorks MW.MDF file. The MW.MDF file holds the data that shapes EDD's menu structure, including the DOS commands that run programs from CD-ROM disk cartridges. The MW.MDF file can be freely distributed and modified for use in other CD-ROM setups which utilize PC Dynamic's MenuWorks Advanced or MenuWorks Total Security software. Once MW.MDF is placed in the C:\MENUWORK directory, it is easy to modify this non-text file for differing systems (perhaps with a single disk drive) by modifying menus from within the "Maintenance" area of MenuWorks.

To connect to Gopher at the University of Minnesota, Duluth, type the following at your prompt: <gopher ub.d.umn.edu> <enter>. Depending on your system, the connection procedure may be different. Your system administrator can help.

If you are not connected to the Internet, the same information can be obtained by writing to the following address:

Doreen L. Hansen  
Electronic Data & Documents  
Room 370 Library  
University of Minnesota, Duluth  
Duluth, MN 55812

Internet:dhansen@d.umn.edu  
Phone:(218) 726-7881  
FAX:(218) 726-6205

If you are requesting a copy of our MW.MDF file, be sure to send us a formatted 3½ inch diskette.

## Conclusion:

The next 18 months promise to be as interesting and exciting as the past 18 months. We believe we will be witnessing an ongoing explosion of CD-ROM development. We should see greater offerings in the areas of supporting hardware and software, and we will be experiencing a flood of new CD-ROM titles of interest to libraries. Stand-alone workstations such as EDD will continue to help libraries provide patron access to the information in these formats. Also, in spite of the costs and technical complexities involved, we will see an increased interest in library-wide or campus-wide networks. And as time passes, we will see many databases currently on CD-ROM made available on the Internet. This will be an evolving process, and over the next few years, libraries will have to be active on all these levels to properly serve their patrons' need for electronic information.



The EDD Team. Pictured from left to right: James Vileta, Kyle Harriss, Doreen Hansen, and Michel Gerber.



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